If the Headmaster takes the decision to exclude a pupil permanently from the school, then the parents of that pupil shall have the right to appeal to the governors of the school that the decision be reviewed.

This is the process for such appeals:

**Lodging the Appeal**
1. The parents shall have three days from receipt of the Headmaster’s letter communicating his decision in which to inform the Clerk to the Governors of their desire to lodge an appeal.
2. The Clerk will immediately inform the Chair of Governors, who will convene an appeal panel.
3. The exclusion will normally remain in force pending the appeal.
4. The parents will have no contact with the Headmaster, nor with any other pupils or members of the school staff involved with the incident, until the appeal has been heard.
5. The Clerk will collect documents which will assist the parents in preparing the Grounds of Appeal. This will normally include: the pupil’s attendance record; his/her disciplinary record; copies of past school reports; relevant statements of school policy; all papers relating to the incident which occasioned the Headmaster’s decision.
6. The parents may request additional documentation if they wish. The school should normally attempt to accede to such requests.

**The Grounds of Appeal**
7. From the receipt of documents from the Clerk, the parents have seven days in which to prepare the Grounds of Appeal. This should cover all of the reasons for their belief that exclusion is the wrong punishment in this case. It should address nothing else.
8. The Grounds of Appeal may include other supporting documentation in addition to that provided by the Clerk.

**The Headmaster’s Response**
9. Once the Grounds of Appeal are received by the Clerk, the Headmaster shall have seven days in which to prepare his Response to the Grounds of Appeal. This should address the arguments raised by the parents and may include additional arguments. However,
the Headmaster’s Response must not rely upon any document or information that was not made available to parents after the appeal was lodged.

10. The Clerk will pass the Headmaster’s Response to the parents and will pass the Grounds of Appeal together with the Headmaster’s Response to the panel members and will communicate to all parties the date for the hearing, which will normally be no more than two weeks from the completion of the Headmaster’s Response.

The Appeal Panel

11. The Chair of Governors will identify three panel members to hear the appeal, two of whom will be governors and one of whom must be independent of the school. The Chair of Governors will decide who should chair the panel (which might be the independent member).

12. The members of the panel must not have had any involvement in the disciplinary decision and should have no contact at which the case might be discussed with either the appealing family or with the Headmaster prior to the hearing.

13. As soon as the names of the panel members are known, they should be communicated by the Clerk to the family, who have one day in which to object to any panel member(s). The only grounds for such objection can be evidence that a panel member might reasonably be reckoned to have a conflict of interest in the case.

14. If more than one appeal follows the same disciplinary event, the same panel will normally hear all the appeals, but not simultaneously.

The Appeal Hearing

15. The Panel Chair will convene a private meeting of the panel to review the documents prior to the hearing, and to decide whether or not they require the pupil to attend the hearing.

16. The Headmaster will normally attend the hearing, though the Panel may decide that this is not necessary.

17. The hearing can only consider the Grounds of Appeal and the Headmaster’s Response.

18. The appellant may be accompanied by a friend or supporter. Legal representation is not appropriate.

19. Only panel members may ask direct questions of the appellant or the Headmaster at the hearing.

20. The appellant and the Headmaster will not make statements at the hearing. Everything that they have to say should be included in the Grounds of Appeal and the Headmaster’s Response. The purpose of the hearing is to ensure that panel members fully understand all facts and arguments.

21. An independent note-taker must be present to record proceedings. As soon as possible after the hearing, copies of the transcript must be made available to the appellant and the Headmaster either of whom may point out errors or omissions.
The Appeal Judgement
22. The judgement is made by the panel in private. It must be unanimous.
23. Panel members will consider whether the Headmaster’s decision was reasonable in consideration of all relevant circumstances.
24. Once the judgement is agreed, the Panel Chair must prepare a full summary of the hearing and of the judgement. This must be signed by all panel members and passed to the Chair of Governors who will arrange for copies to be sent to the appealing family and to the Headmaster. This will normally be completed within seven days of the hearing, though this period may be extended if more than one appeal is associated with the same incident.
25. All governors should also be informed of the appeal and judgement at this time.
26. The judgement decision is final.
27. The Chair of Governors will also ask the panel confidentially to report to governors any issues arising from the incident that may give rise to reviews of general school policy or practice.